

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Social Worker III (267-29)
LOCATION: Craven County Department of Social Services
HIRING RANGE: \$41,777 - \$43,779
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: December 15, 2015
DATE AVAILABLE: Immediately
CLOSING DATE: December 28, 2015

PRIMARY PURPOSE OF POSITION

This position provides Guardianship Case Management and serves as an Adult Protective Services (APS) worker.

ESSENTIAL JOB FUNCTIONS

This position primarily performs guardianship and adult protective services duties for the Adult Services Division. Preparation of court documents and collaboration with the legal system is a significant responsibility. Assesses and assists with the assessment of adults for guardianship and assures that adult care homes operate within applicable regulations. Educates and counsels client and family on the Court processes and differences in levels of group care as appropriate. Reviews all cases at least quarterly to determine progress, level barriers, etc. and documents this information. This position requires regular field visits to homes, facilities, and the courts.

ADDITIONAL JOB FUNCTIONS

Shelter management in times of emergency situations. Bilingual (Spanish) a plus.

MINIMUM EDUCATION AND EXPERIENCE

Master's degree in social work from an accredited school of social work; Bachelor's degree in social work from an accredited school of social work and one year directly related experience; Master's degree in a human services field and one year of directly related experience; Bachelor's degree in a human services field from an accredited college or university and two years directly related experience; Bachelor's degree from an accredited college or university and three years of directly related experience.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

